

## **Attachment 10**

### **(Developmental Disabilities 1 and 2)**

#### **CAP/MRDD and MR/MI Competency Review Protocol for Program Accountability Monitoring**

##### **Purpose:**

- To assure that staff providing direct supports/services for individuals receiving funding through CAP/MRDD, and/or UCR-MR/MI (formerly Thomas S.), meet the training/competencies as described in the renewed CAP/MR Waiver description of core competencies, the effective date for beginning to have direct care staff trained and providing supports to individuals who receive funding through the UCR-TS system is 7/01/01.
- 14V. APSM 30-1 0602(a). CAP/MRDD Manual. To assure that area programs are monitoring agencies for determination of compliance;
- (For MR/MI only) And to assure that contracts of Area Authorities contain requirements for contract agent to provide training, in the core competencies, for direct care staff.

##### **Process:**

- As part of the Program Accountability site visit, staff will monitor provider training records, reviewing at least one (1) provider, on site, billing w codes for an individual who receives funding through UCR-MR/MI funding; and at least (1) provider, on site, receiving CAP/MRDD funding.
- (For MR/MI only) Program Accountability will review a sample contract of an Area Authority.
- Program Accountability will review the Area Authority monitoring of agencies that receive funding through CAP/MRDD.
- Program Accountability will review the Authority monitoring of contract agencies that receive funding through UCR - MR/MI to assure that contract agencies documentation of staff training is reviewed as established in the 1999 – 2000 Performance Agreement. Such review by the Area Program representative is described as follows.
- Annually, a 20% sample of staff from each contract agency will be needed. For this monitoring, the Area Program should review only staff providing support for individuals with MR/MI whose billing is through the UCR-MR/MI system. In determining the 20% number for an agency, should the math indicate a fraction of a person, then a minimum of 1 individual will need to be reviewed. This should be the case only for a small agency, an agency providing low staff supports to few individuals with MR/MI, or a new agency.

For both the monitoring of agencies that receive funding through CAP-MR/DD and UCR-MR/MI, the Area Program needs to maintain a record of monitoring of contract agencies staff training.

##### **Measurement:**

- A Yes/No format will be used to indicate whether or not training is occurring as described in the renewed CAP-MR/DD Waiver.
- (For MR/MI only) A response of “Yes”, for sample contract inclusion of competency requirements or “No”, for sample Area Authority failure to include provision for competency requirement, will be given.
- A scale of 0, 1, 2 will be assigned, with 0, no contract agencies monitored, “Unacceptable”; 1, monitoring of contract agencies incomplete, “Inadequate”; and 2, all contract agencies monitored for compliance, “Adequate”.